

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: July 28, 2014  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James Vander Roest

Absent: None

**CALL TO ORDER:**

President TenBrink called the meeting to order at 4:00 p.m.

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

*A. Resolution to Support Proposal 1 on August 5, 2014 Ballot to Eliminate Personal Property Tax*

Recommendation: Director Rohrbaugh recommended approval of the resolution to support Proposal 1 on the August 5 ballot to eliminate personal property tax.

Executive Summary: The ballot proposal ends the personal property tax businesses are required to pay and creates a funding system for many governmental services including libraries.

Included was a FAQ prepared by the Michigan Library Association about this ballot proposal. Many governmental agencies, including the City of Kalamazoo, have passed resolutions of support.

Discussion: L. Godfrey said she thought the resolution should support redirecting the Use Tax allowing for the reimbursement of lost revenue from the elimination of Personal Property Tax. Libraries and other governmental entities are supportive of the elimination of Personal Property Tax now that a plan for how these entities will be reimbursed has been developed. Director Rohrbaugh explained the library had followed the city's lead with the language of the resolution. B. Caple said the resolution was probably written in a specific way based on the ballot language of the proposal.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE RESOLUTION TO SUPPORT PROPOSAL 1 ON THE AUGUST 5 BALLOT TO ELIMINATE PERSONAL PROPERTY TAX.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED: 7-0

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board saying he thought the library was missing some classic Science Fiction Authors within its collection. He told the Board the library no longer carried any of Clifford Simak's books. He said these were dated but good science fiction material and he asked that some be put back on the shelves.

**III. CONSENT CALENDAR**

A. *Minutes of the Meeting of June 23, 2014*

B. *Personnel Items*

J. Vander Roest submitted a change to the minutes on page 93 prior to the meeting that E. Cloyd fixed for the minutes to be approved. Director Rohrbaugh drew attention to employee anniversaries which were now added to the Personnel Items. The Minutes of the meeting of June 23, 2014 and the personnel items were accepted.

**IV. FINANCIAL REPORTS**

A. *Financial Reports for the Month Ending June30, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending June 30, 2014.

Discussion: Director Rohrbaugh drew attention to some transfers that were noted in the Financial Reports. She said these had been approved by Board Treasurer, J. Vander Roest. Though the reports were for the last month of the year, she said they were not final year end information. This will be presented to the Board with the audit.

V. Wright asked if the library had made its last bond payment. Director Rohrbaugh confirmed the library had. B. Caple asked what led to the broken glass panel mentioned in the Financial Reports. S. Lindemann said a rock or a pebble had likely hit the glass panel causing it to fall and break.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2014.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *Rates of Pay for Hourly Staff*

Recommendation: Director Rohrbaugh recommended Board approval of the hourly wage scales based on increases in the minimum wage effective September 1, 2014; January 1, 2016; January 1, 2017; and January 1, 2018.

Executive Summary: KPL's starting rate for a new hire library aide has been \$8.00 per hour, \$.60 above the minimum wage. The library wants to continue to pay above the minimum wage

to attract and retain well qualified employees, but is not able to continue with a \$0.60 differential. Director Rohrbaugh recommended \$0.35 per hour above the September 1, 2014 minimum wage increase for the starting library aide rate. Aides will continue to have the opportunity to gain five levels of competencies and increase their hourly rate of pay. Pay rate recommendations for other hourly positions – library assistant substitutes, interns, FM hourly, and librarian substitutes – were also as included in the recommendation.

The impact of the hourly pay rates for the remainder of the fiscal year will be addressed mid-year during the usual budget revision. The recommendation for all hourly positions was reviewed by the Personnel Committee and came to the full Board with committee support.

Discussion: L. Godfrey asked if the approved budget was built on the increases in hourly rate. Director Rohrbaugh said it was not. Director Rohrbaugh said the Personnel Committee had reviewed this change and as a result of the recommendation being approved, a budget adjustment would need to be handled midyear. D. Schiller said the estimated cost would be about \$15,000.

J. Vander Roest said he would prefer the Budget and Finance Committee have an opportunity to review recommendations with large costs such as this as well in the future. B. Caple asked J. Vander Roest if the recommendation should be held until after the Finance and Budget Committee had an opportunity to review the costs associated with this recommendation. J. Vander Roest said that was not necessary in this case. L. Godfrey reminded Board members that D. Schiller had briefed them on the changes in the minimum wage at an earlier meeting but agreed that large costs such as this should be reviewed by the Finance and Budget Committee.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE HOURLY WAGE SCALES BASED ON INCREASES IN THE MINIMUM WAGE EFFECTIVE SEPTEMBER 1, 2014; JANUARY 1, 2016; JANUARY 1, 2017; AND JANUARY 1, 2018.

MOTION CARRIED 7-0.

#### *B. Employee Assistance Program*

Recommendation: Director Rohrbaugh recommended the Board approve providing an employee assistance program (EAP) for KPLA and hourly staff from HelpNet.

Executive Summary: KPLSP staff, supervisory-technical employees, and administrators have EAP services through their life insurance policy. KPLA and hourly staff do not have life insurance and, therefore, do not have EAP services. At a cost of \$24.50 per employee per year, the basic services included in the quote could be provided to the 23 KPLA and approximately 80 hourly staff members. This was considered a modest cost for important services which have benefited other staff and would benefit all staff.

The proposal was reviewed by the Personnel Committee and came to the full Board with committee support.

Discussion: Director Rohrbaugh said this recommendation had also been reviewed by the Personnel Committee. J. Vander Roest asked if the non-KPLA and hourly staff had the exact same program. T. New said it was not the exact same program but was similar. J. Vander Roest said the recommendation would eliminate the parity for this benefit across staff. Director

Rohrbaugh said the total cost would be approximately \$2,500. L. Godfrey asked if staff members had asked for this. Director Rohrbaugh answered no one had asked but T. New had a sense that it could have helped some employees in the past.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE PROVIDING AN EAP FOR KPLA AND HOURLY STAFF FROM HELPNET.

MOTION CARRIED 7-0.

*C. Nepotism Policy*

Recommendation: Director Rohrbaugh recommended approval of the Nepotism Policy.

Executive Summary: It is the library's practice not to hire family members but there have been exceptions and questions from employees. It would be better to have a Board approved policy so employees could plan and advise family members accordingly.

This proposed policy was very similar to those in place for many other employers, including libraries. Upon Board approval, KPL's job application would need to be revised to include this information.

The policy was reviewed and recommended for approval by the Personnel Committee.

Discussion: Director Rohrbaugh said it had been the library's practice not to hire family members though there had been several exceptions throughout the years. She said it was time to recommend a policy to the Board which will answer questions by staff. The passage of this policy would require the changing of the applications. She said the policy had been reviewed by the Personnel Committee.

MOTION: F. BROWN MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE NEPOTISM POLICY.

Discussion: L. Godfrey drew attention to the back page of the Personnel Items where the employee anniversaries were included noting this was proof of many instances of family members being hired in the past. She said she hoped it would be explained well to staff when exceptions were made. Director Rohrbaugh answered management would do its best to explain these exceptions saying they would be seldom. J. Vander Roest said he felt like the net was cast too broadly and he did not believe some of the relations should be considered "close". He said, therefore, that he would be abstaining from voting on this policy.

Director Rohrbaugh said there had been some discussion on this point with the Personnel Committee. B. Caple said the committee had the same reservations but the policy had been modeled after other libraries. L. Godfrey said that just because other libraries have this broad of policy doesn't give enough rationale for approving it here. B. Caple asked for suggestions for specific changes saying holding it until the next meeting would not cause any damage. L. Godfrey asked if step family just included brothers and sisters or if it covered all step relatives. She said the statement "persons living together" would eliminate roommates from working at the library together. She added it was unrealistic for someone to know if their cousin was applying for a job at the library. J. Vander Roest said the list of those excluded from working at the library was too broad. V. Wright asked where it was logical for the library to start and stop. R. Brown suggested the policy be returned to the committee for discussion.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO TABLE THE NEPOTISM POLICY.

MOTION CARRIED 7-0.

*D. Request for Funds from Kalamazoo Community Foundation Local History Fund*

Recommendation: Director Rohrbaugh recommended the Board approve the expenditure of \$11,000 from the “Kalamazoo Community Foundation/Kalamazoo Public Library Fund – Local History and Community Service Fund” for one of two ViewScan digital microfilm readers.

Executive Summary: Two of the Local History Room’s microfilm readers now require nearly constant maintenance and repair to keep them in service. Director Rohrbaugh recommended that \$11,000 of the gift funds at the Kalamazoo Community Foundation be used to fund the replacement of one of the readers. The Capital Improvement Plan will fund replacement of the second reader. The digital readers will offer increased functionality over the current readers.

The current balance in this account at the Kalamazoo Community Foundation was \$100,065.

Discussion: L. Godfrey said, having used the old microfilm readers at the library, she wholeheartedly supported buying replacement machines. B. Caple asked if the machines simply lacked features or if they did not work well. M. Cockrell said they often needed repairs and the new machines would be more robust, last longer, could email and save images to a flash drive, and would be easier on the reels. B. Caple asked if the two which were being replaced would be kept for parts to replace the remaining old machines. M. Cockrell said this was not likely since the machines were all different.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE EXPENDITURE OF \$11,000 FROM THE “KALAMAZOO COMMUNITY FOUNDATION/KALAMAZOO PUBLIC LIBRARY FUND – LOCAL HISTORY AND COMMUNITY SERVICE FUND” FOR ONE OF TWO VIEWSCAN DIGITAL MICROFILM READERS.

MOTION CARRIED 7-0.

*E. MERS Delegates*

Recommendation: Directed Rohrbaugh recommended the appointment of Terry New as the Officer Delegate and the certification of Amy Clark as the Employee Delegate to serve at the 2014 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary: Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, the library feels it is important to participate in the system. In the past the library has sent both an officer and employee delegate to attend the MERS annual meeting.

The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Amy Clark will serve as the employee delegate and Terry New will serve as the officer delegate. The MERS Annual Meeting will take place September 24-26 at the Detroit Marriott.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPOINT TERRY NEW AS THE OFFICER DELEGATE AND CERTIFY AMY CLARK AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2014 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM ANNUAL MEETING.

MOTION CARRIED 7-0.

REPORTS:

*F. Fourth Quarter Strategic Planning Statistics*

Report: Director Rohrbaugh said this form presented the statistics for the full first year of the Strategic Plan. She said it should look familiar to Board members and said her cover to the report commented on a number of the objectives. The Hub opened later than originally planned and, therefore, a few goals were not met. Results from two surveys were included with the statistics form. Director Rohrbaugh said the 2013-14 fiscal year was a good year with a number of objectives far surpassing their targets.

Discussion: B. Caple asked about objective 4.3. Director Rohrbaugh said it was interesting the library did not reach its goal of having a 5% increase in teen room usage but did surpass objective 4.2 related to teen programming. J. Vander Roest asked if Teen held events in the room. Director Rohrbaugh said some events were held in the room but larger ones had to be in the Van Deusen Room. L. Godfrey said even though the goal was not meant, it was still a pretty respectable number of teens to be using the room. V. Wright agreed, saying it could be a difficult age, and drew attention to the Survey Monkey results which didn't necessarily agree with the other statistics relating to teens.

V. Wright commented on the strong Local History use. Director Rohrbaugh agreed it was strong and said this was the first year that the library had focused on "Local" more broadly. J. Vander Roest asked if Party in the Park was counted in Objective 1.2. Director Rohrbaugh confirmed it was adding attendance was down slightly this year, likely due to the weather, but it was still a very good event.

F. Brown asked what patron reactions to the Hub had been. Director Rohrbaugh said the Hub had been very successful thus far. The hours were expanded and patrons have been very happy with the service. Most patrons using the lab are utilizing the digitization equipment. L. Godfrey said once the library was able to offer more assistance with the production equipment, use would likely increase. K. King said community members still do not know the Hub is available. He said the digitization stations are more popular currently and some alterations are being made to the stations to accommodate this. L. Godfrey said Public Media Network was enthusiastic about what the library as offering. She added that PMN will now be recruiting EFE students (this was done by the schools in the past), and more students would be made aware of the services at this time. She said she imagined the Hub would be very busy before the Teen Film Fest.

President TenBrink asked what the age group of patrons using the Hub was. K. King said most patrons were between 40 and 60 years old. She asked if patrons are bringing in kodachrome slides. K. King answered some patrons had. He told Trustees about a patron who came in with about 1000 slides and, once she got accustomed to the technology, could digitize 100 slides per hour.

F. Brown asked what the library's ability was to answer questions outside of open hours. Director Rohrbaugh confirmed F. Brown was asking about digital content available through the library's website. M. Cockrell said there were a number of very helpful FAQs on the library's website. He explained issues that cannot be handled through the FAQs are handled in-house by staff and that patrons were generally very pleased with the help staff were able to offer.

Disposition: Trustees thanked Director Rohrbaugh for her report.

#### *G. Director's Goals*

Report: Director Rohrbaugh said the Director's Goals were generally self-explanatory. She said these were some of the biggest things she saw the library undertaking in the next year and she would report on their progress at midyear and the end of the year. These goals are also included in the Action Plan.

Discussion: V. Wright asked about goal six. Director Rohrbaugh said this was something F. Howe would be working on. Currently, F. Howe was thinking of "It's my Library" as a more personal tagline. Director Rohrbaugh said it was never expected for Geek to last beyond the millage vote. The new campaign is expected to be launched in the winter.

V. Wright asked about goal seven. Director Rohrbaugh said the policies relating to library cards had not been looked since the advent of the Digital Age. Things the library would be considering were whether parents should sign for their children's cards, if a photo should be printed on the library card or stored within the patron record, whether patrons should be allowed to pick up others' holds, and if the library should consider different classes of cards, such as, an Internet only card or a Children's card. S. Warner will lead the task force examining these issues later in the year.

J. Vander Roest asked if there was a possibility of loading money on an account to pay fines when they accrue. G. Green answered fines could be paid through the library's website with a credit card and money could be added to an account for printing, but wasn't sure if money could be added to an account to proactively cover future fines. J. Vander Roest commented if the library added pictures to library cards, the card could possibly serve as picture ID for voting. L. Godfrey said some people may not want a picture on their library cards. V. Wright said she was surprised about library card abuse in the form of people using others' cards. B. Caple asked how the library knew patrons were using cards other than their own. Director Rohrbaugh said this was most common with computer use and that library cards were non-transferrable.

J. Vander Roest asked about goal eight. Director Rohrbaugh said she did not know what this could be yet but DKI used to have a downtown social worker. She would first talk to the School of Social Work at WMU about a possible partnership, adding this could help with a lot of problems staff often had to deal with. J. Vander Roest said he worried about "mission creep" with this goal. R. Brown asked if this was being considered only for Central Library. Director Rohrbaugh confirmed it was. F. Brown acknowledged it was patron behavior causing us to consider this avenue. J. Vander Roest said maybe the library could be a venue for clients and social workers to meet. L. Godfrey said the library could face liability issues. R. Brown said this was a slippery slope but understood having a social worker in the building could help the library deal with some issues. B. Caple said if situations that distract from our main goal as a library can be addressed and we can alleviate some strain on the library staff, he wholeheartedly supported addressing the issues.

F. Brown said this goal bled into goal ten and he could see the library making a place available where patrons could learn about services in the community. He said this did not necessarily have to be under the purview of the library but if people were already spending time here, why not also get help here. L. Godfrey asked how Director Rohrbaugh saw this happening. Director Rohrbaugh answered she did not know. When DKI had a social worker downtown, the person was familiar with available services and simply wandered around downtown helping those in need. J. Vander Roest said he was all for exploring and told Director Rohrbaugh she should return to the Board if she came up with any ideas.

F. Brown asked Director Rohrbaugh to expound upon goal ten. Director Rohrbaugh said moving the AV checkouts and holds downstairs had not been as convenient for patrons but had definitely reduced theft. She said when this was explained to disgruntled patrons they understood but it could be confusing for Central Library to have two locations for holds. L. Godfrey said she hoped the Board and staff would be asked for input regarding the space changes mentioned in goal two, especially the first floor rotunda at Central Library. She said it was nice to know what was happening with space changes.

Disposition: Trustees thanked Director Rohrbaugh for her report.

*H. Services to Readers – Michael Cockrell, Karen Santamaria, and Steve Siebers*

Report and Discussion: M. Cockrell introduced K. Santamaria and S. Siebers. He said a major change had happened at the library when KPL moved to centralized selection. He said the selectors were still working out some kinks, but selection over the last five years had become much more data driven. He said items do not remain on the shelves if they are not being checked out and staff quickly respond to patrons requests requesting certain materials to be purchased. He said KPL had a popular collection, not an archive.

J. Vander Roest commented that if selection was data driven, wouldn't that simply reinforce what is already being purchased since other things are not available. M. Cockrell answered this could be true to a small extent but said everything purchased, across all areas of the collection, when it is originally shelved on the first floor rotunda, circulates regularly. He said patron behavior was changing with more things being placed on hold and increased virtual browsing. He added that patron responses on surveys about the holds process were very positive. L. Godfrey asked where patrons were virtually browsing. M. Cockrell said a good example was the "New Books" list on the library's catalog. All the rotating books are clicked on by patrons.

Next, S. Siebers talked about Collection HQ, specifically Popular Authors, Collection Use and Grubby Items. He explained that for Popular Authors, the software suggested the library have 25% of the books owned by the library on the shelf at any one time. A report would be run and if the library was running a deficit for any author, the software would tell him how many copies should be purchased. Collection Use is a way of telling whether more books need to be purchased for a specific range of Dewey numbers. L. Godfrey asked if this report would still work with items shelved in neighborhoods, instead of by Dewey number. M. Cockrell said this would report would still work with the JE books being moved into neighborhoods. Grubby Items runs off the premise that items will not circulate if they look worn out or gross. The Grubby Items report tells selectors which items may be due to be replaced because they are beginning to look old and grubby.



S. Siebers continued by talking about other aids in selection including the holds ratio and publications such as Book Page and Shelf Awareness. He said commented that of the 45 requests he has filled for non-fiction items to be added to the collection, the average circulation was 12.5, signifying they were generally very good additions. He ended by talking about deselection. L. Godfrey asked about floating collections. S. Siebers and M. Cockrell replied saying this was tried with audiobooks but it did not work well with items pooling at specific locations.

K. Santamaria began by talking about Author Alerts. She said this replaced Book My Favorites which was very time intensive for staff. She said Author Alerts worked not only with authors, but also directors for movies. J. Vander Roest asked if patrons could request alerts for specific Dewey ranges. M. Cockrell said this may potentially work in the future but currently the system only worked by author name. K. Santamaria also mentioned Book Club in a Bag. She talked about Reader's Advisory Services and mentioned the staff blogs, displays, Michigan Notable Books Awards, Hot Picks, Now Read This, Facebooks Reader's Advisory contests, ads in the Good News Newspaper, and MelCat.

M. Cockrell finished up the report by talking about future ways to improve selection of materials. He said it was difficult for selectors to get a nuanced view of branch collections. He said the further growth of digital collections will affect the way the library selects. As digital collections grow, the library will become closer to immediate acquisitions since digital materials can be available instantly. He also said the library would need to think more about merchandizing for collections, both physical collections and digital collections.

Disposition: Trustees thanked M. Cockrell, S. Siebers, and K. Santamaria for their report.

## VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. Vander Roest said he had approved some transfers in the budget and, as Treasurer of the Board, had talked with the new auditors on the phone about what the Board expected from the audit.
- B. *Personnel Committee*—B. Caple said the committee had met a couple times to review the above recommendations and consider the director's compensation.
- C. *Fund Development and Allocations Committee*—Director Rohrbaugh said the committee would meet in September.
- D. *Director's Building Advisory Committee*—no meeting.

## VII. OTHER BUSINESS

### A. *Director's Report*

Report: Director Rohrbaugh drew attention to the staff committee reports included this month with the Director's Report. She highlighted item seven and the fun and successful programs included. She mentioned item nine and the article in the *Kalamazoo Gazette* which talked about summer activities for kids. Lastly, she drew attention to item fourteen and the Hub now being open on Saturdays.

Discussion: President TenBrink said she was pleased to see some day campers were visiting and asked how they were getting to the library. S. Warner said she thought they were most likely

walking to the library but some would be taking the bus. J. Vander Roest asked if the library was comfortable with the library's financial software being hosted in the cloud. D. Schiller answered the library was comfortable with this and the information was encrypted. V. Wright mentioned how much she enjoyed the committee reports saying it was difficult for the Trustees to know some of the things that were going on in committees. She said she really looked forward to these annual reports.

Disposition: Trustees thanked Director Rohrbaugh for her report.

#### VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

#### IX. COMMENTS BY TRUSTEES

- V. Wright said it was interesting the comments she got when soliciting signatures for her petition to run again for the Board of Trustees. She told the Board one individual commented they wished the library had more fiction, which she found interesting.
- B. Caple recommended the book On Paper: the everything of its two-thousand year history by Nicholas Basbanes.
- F. Brown informed Board members he would not be seeking re-election to the Board of Trustees because he would be moving to Italy. He said his time on the Board has been a pleasure and an honor, and he wished great success to the Board going forward.
- J. Vander Roest asked about the library's partnership with the Kalamazoo Growlers. Director Rohrbaugh said staff had been signing people up for Summer Reading Games at the games. K. King added the library had a banner and received shout-outs during the games.
- President TenBrink said she saw staff members at a Growler's Game and heard the library mentioned several times over the PA system at a game. She also mentioned a library she visited in Indiana while on vacation. Lastly, she told Trustees about letters she wrote to local government officials, Representative Sean McCann and Senator Tonya Schuitmaker, about adding libraries to the list of gun free zones in Michigan.

#### X. EXECUTIVE SESSION

##### A. *Director's Annual Review*

President TenBrink asked for a motion to move to an executive session for the Director's annual review.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION FOR THE DIRECTOR'S ANNUAL REVIEW.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:51 p.m.

**XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT**

President TenBrink asked for a motion to return to open session for consideration of the Director's Contract.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED 7-0.

Trustees returned to open session at 6:21 p.m.

MOTION: V. WRIGHT MOVED AND B. CAPLE SUPPORTED THE MOTION TO INCREASE THE DIRECTOR'S SALARY BY 2% AND ROLL FORWARD THE DIRECTOR'S THREE YEAR CONTRACT BY ONE YEAR.

MOTION CARRIED 7-0.

**XII. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 6:24 P.M.

**X** \_\_\_\_\_  
Robert Brown  
Secretary